



Cache County School District

Policy Series 4000: Curriculum, Instruction, and Assessment

Policy No. 4900 P2 F1

High School Demonstrated Competency Credit Application

Directions

Students seeking to earn high school credit through demonstrated competency must complete this application and submit it to their school counselor or administrator.

- 1) Complete all student and course information sections.
- 2) Identify the basis for the competency request and provide any required supporting documentation.
- 3) Submit the completed application to their school counselor or administrator.
- 4) The principal or designee will review the application for completeness and determine the appropriate method for evaluating competency.
- 5) If a district-approved demonstrated competency assessment exists for the requested course, the student will be scheduled to complete the assessment.
- 6) If no district-approved demonstrated competency assessment exists, the student will be provided with the approved competency criteria for the course and must complete a Collection of Evidence form (4900 P2 F2) and submit supporting evidence demonstrating mastery of the required competencies.
- 7) Applications requiring a competency review will be evaluated by a Demonstrated Competency Review Committee using the approved competency criteria for the course.
- 8) The review committee will make a recommendation to the principal regarding whether competency has been demonstrated.
- 9) The principal will make the final determination regarding whether credit will be awarded.
- 10) Credit awarded through demonstrated competency will be recorded as a Pass (P) on the student's transcript and will count toward applicable graduation requirements.
- 11) Students and parents may appeal a denial in accordance with Cache County School District Procedure 4900 P2.

High School Demonstrated Competency Credit Application

Student Information	
Last Name:	First Name:
School:	Grade Level:
Student ID Number:	
Parent/Guardian Name:	Parent/Guardian Phone:
Student Email:	Parent/Guardian Email:
Course Information	
Course for Which Credit is Requested:	
Number of Credits Requested:	Has the student previously failed this course? ☐ Yes ☐ No
Basis for Competency Request Check all that apply: <div style="display: flex; flex-wrap: wrap; padding-left: 20px;"> <div style="width: 50%;">☐ Independent Study</div> <div style="width: 50%;">☐ Military Training or Experience</div> <div style="width: 50%;">☐ Home Education</div> <div style="width: 50%;">☐ Prior coursework from another institution</div> <div style="width: 50%;">☐ Work-Based Learning</div> <div style="width: 50%;">☐ Other:</div> <div style="width: 50%;">☐ Industry Certification or Credential</div> </div>	
Briefly describe how competency was acquired:	
Method of Evaluation (To be completed by school personnel) <div style="margin-left: 40px;">District Demonstrated Competency Assessment</div> <div style="margin-left: 40px;">No district assessment available: Student will complete demonstrated competency review through submission of a completed Demonstrated Collection of Evidence Form, accompanying evidence, and committee review.</div>	

Student and Parent Acknowledgment

By signing below, I understand and acknowledge that:

- demonstrated competency credit may be awarded only when mastery of the required competencies has been demonstrated;
- credit awarded through demonstrated competency will be recorded as Pass (P) on the student's transcript;
- approval of this application does not guarantee the awarding of credit;
- additional evidence or documentation may be required;
- the principal shall make the final determination regarding whether credit will be awarded; and
- appeals may be submitted in accordance with Cache County School District Procedure 4900 P2.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

School Review	
School Official Receiving Application:	
Title:	Date Received:
Application Status: Complete - Student is approved to Demonstrate Competency Incomplete	
If incomplete, the following additional information is requested:	
School Official Signature:	Date:

Updated September 17, 2026